CNETINST 1550.21B
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CNET INSTRUCTION 1550.21B

Subj: OCCUPATIONAL STANDARDS (OCCSTDS) AND TRAINING TASK
       ANALYSIS (TTA) PROCEDURES

Ref: (a) MILPERSMAN 1221-030
       (b) NAVPERS 18068E
       (c) CNETINST 1540.7J
       (d) OPNAVINST 1500.69A
       (e) OPNAVINST 1500.74

1. Purpose. This instruction provides Naval Education and
Training Command (NAVEDTRACOM) policy and guidance for conducting
OCCSTDS and TTAs.

2. Cancellation. CNETINST 1550.21A

3. Revision. Since this is a major revision, marginal notations
are not annotated. This instruction should be read in its
entirety.

4. Definitions

    a. Course Training Task List (CTTL). A CTTL is a list of
tasks selected for training in a formal environment.

    b. Job Analysis. Job analysis is a method for obtaining
facts about a job. It requires worker observations, conversa-
tions with those who know the job, questionnaires completed by
job incumbents, and/or study of documents describing job perform-
ance.

    c. Job Task Inventory (JTI). A JTI is a list of tasks
resulting from a job analysis.

    d. Subject Matter Experts (SMEs). This is a group of
knowledgeable individuals who record, organize, and pass judgment
on data and other matters related to their specific field or area
of expertise.

    e. Navy Occupational Task Analysis Program (NOTAP). The
NOTAP is a method for collecting real-time information describing
the work Navy ratings are doing. NOTAP data forms the basis for
rating occupational standards. The program is designed to

gather, assemble, computerize, and analyze occupational data, prepare and publish analysis reports on data collected, and provide appropriate printouts and special studies for use by manpower personnel and training managers.

f. Navy Training Requirements Review (NTRR). A NTRR is the warfare/resource sponsors' process for reviewing various aspects of a training program. Warfare/resource sponsors use the NTRR to identify, consolidate, and resolve training and training-related deficiencies. They also use the NTRR to refine training objectives, identify where training should take place, and allocate resources required to complete the training.

g. Occupational Standards (OCCSTDS). OCCSTDS are statements that describe the minimum skills required of a Navy enlisted rating as established by the rating's primary (resource/warfare) sponsor. Various Navy activities use OCCSTDS to make decisions that affect manning, distribution, training, and advancement of personnel.

h. Occupational Standards Training Task Analysis (OCCSTDS TTA). The Navy performs an OCCSTD TTA to determine where to train a given set of OCCSTDS (e.g., "A" school, or elsewhere). The OCCSTD TTA also defines the level of formal knowledge or skill training required.

(1) To determine where to train a given set of OCCSTDS, and the level of formal knowledge or skill training required, a panel of SMEs considers the following factors:

(a) percentage of members performing

(b) percent of time spent performing

(c) consequences of inadequate performance

(d) task delay tolerance

(e) frequency of performance

(f) task learning difficulty

(g) probability of deficient performance

(h) training priority

(i) training setting

(j) where the task is currently taught (e.g., "A" school, or elsewhere)

(k) fleet inputs/concerns

(2) The OCCSTDS TTA process produces a database of prioritized tasks that form the basis of an "A" school CTTL.

(3) The OCCSTDS TTA also serves as a baseline for rating advancement materials.

i. On Board Training (OBT). A Navy command conducts OBT for its personnel to help them to develop and refine their individual operator and maintenance skills. Commands also find OBT useful for individual and team watchstation qualification. Training may be formal or informal.

j. Task Inventory Booklet (TIB). The TIB is a list of rating specific task statements that describe the work that per- sonnel do in a given rating. The TIB also lists the equipment associated with the rating. The TIB forms part of the NOTAP process.

k. Task Statement. The task statement describes a work task in highly specific terms. The following elements characterize a task statement:

(1) The task statement contains an action verb and noun.

(2) It has definite beginning and ending points.

(3) A task statement is measurable and observable.

(4) A task is performed independent of other actions.

(5) Performing a task usually results in a product.

5. Background. OCCSTDS express the Chief of Naval Operations' (CNO) minimum requirements for rating performance. The CNO requires a variety of thoughtfully designed training programs to enable personnel to meet the requirements of the rating. Train- ing programs include:

a. Classroom training (i.e., "A", "C", and "F" schools)

b. Rate Training Manuals (TRAMANs)

c. Nonresident Training Courses (NRTCs)

d. Personnel Advancement Requirements (PARS)

e. OBT (On Board Training)

The OCCSTDS TTA is the foundation of a central database that helps synchronization of these different training programs.

6. <u>Discussion</u>

    a. Reference (a) tasks Navy Manpower Analysis Center (NAVMAC) with conducting NOTAP surveys, analyzing the results, and promulgating OCCSTDS for each rate and rating, via reference (b), as approved by CNO.

    b. Reference (c) tasks Naval Education and Training Professional Development and Technology Center (NETPDTC), Navy Advancement Center Department (N3), and the "A" school for the surveyed rating with reviewing the preliminary TIB before the NOTAP survey.

    c. Reference (c) also designates NETPDTC's Instructional Technology Department (N7) as the repository for OCCSTDS and NOTAP data. Reference (c) also requires NETPDTC (N7) to help CNET program managers conducting TTAs.

    d. Reference (d) requires Navy training course sponsors to develop and carry out a cyclic plan of NTRRs for their courses. The NTRR aligns training requirements and eliminates deficiencies by reviewing related OCCSTDS and other data.

    e. Reference (e) states that "A" schools will train to selected OCCSTDS.

7. <u>Policy</u>. Chief of Naval Education and Training (CNET) program managers will conduct an OCCSTDS TTA before their rating's NTRR. CNET program managers will also ensure that the resulting recommendations are presented to the NTRR Executive Committee (EXCOM) for their consideration.

8. <u>Procedures</u>. NAVEDTRACOM commands and training activities will observe the following procedures in the OCCSTDS TTA process.

    a. NAVMAC will conduct NOTAP surveys.

        (1) NAVMAC will schedule NOTAP surveys so that OCCSTDS are current and available for TTA Workshop review.

        (2) NAVMAC will send preliminary TIBs to type commanders (TYCOMs), system commanders, and affected schoolhouses for review. Following review, NAVMAC will incorporate their comments into the final TIB.

(3) NAVMAC and CNET will then review the final TIB in coordination with NAVEDTRACOM commands and training activities and NETPDTC.

b. CNET program managers will initiate OCCSTDS TTA scheduling procedures.

(1) They will liaison with NETPDTC (N711) 4 months before the scheduled date of a NTRR.

(2) They will also contact NETPDTC (N711) immediately after receiving a request from a warfare/resource sponsor.

c. NETPDTC (N711) will obtain current, approved OCCSTDS from NAVMAC at least 120 days before an NTRR.

d. CNET program managers will:

(1) Announce the OCCSTD TTA Workshop and identify workshop participants.

(a) TYCOM participants' rank must be equivalent to that of the CNET program manager; however, the senior member of the OCCSTD TTA Workshop will be the CNET program manager.

(b) Participants, other than the CNET program manager, must be in the rating.

(c) Participants must be E-7 or above.

(2) Ensure the OCCSTDS TTA Workshop has the following <u>minimum</u> representation:

(a) Two persons from the related "A" school

(b) Two from the NETPDTC Navy Advancement Center (a Rating Advancement Examination writer and TRAMAN writer)

(c) One person each from the East and West Coast representing the TYCOMs

(e) NAVMAC may send a representative in an advisor/ observer capacity.

e. The OCCSTDS TTA Workshop will task the "A" school to complete a *Present Training Level Document*. Completion of this document provides a comparative analysis of the present curriculum.

(1) This comparative analysis shows OCCSTDS the school is currently teaching.

(2) The analysis also shows material the school is teaching that does not appear in the OCCSTDS.

(3) The comparative analysis also describes the authority for teaching (source document or reference).

(4) Lastly, the analysis defines areas the school is not teaching, but should.

f. NETPDTC (N711) will:

(1) Prepare a questionnaire that requires workshop participants and fleet personnel to analyze the OCCSTDS.

(a) Workshop participants and fleet personnel will recommend a training priority.

(b) Workshop participants and fleet personnel will suggest a level of instruction for each OCCSTD.

(c) Workshop participants and fleet personnel will recommend a training location for each OCCSTD.

(2) Contact each participant personally.

(a) Provide instructions on the composition and intent of the questionnaire.

(b) Provide directions for completing the questionnaire.

(c) Complete these tasks 20 days or more prior to the TTA.

(3) Produce a composite report by combining the results of all questionnaire inputs upon their return. Provide the composite report to the CNET program manager and OCCSTDS TTA Workshop participants.

(a) The CNET program manager and OCCSTDS TTA Workshop participants will review the report and compare it against individual inputs and the current "A" school curriculum.

(b) Their objective is to agree on the contents of the rating's database and class "A" school's CTTL.

(4) Prepare a report describing workshop results.

(a) The CNET program manager will present this report to the NTRR EXCOM.

(b) This report will identify the recommended CTTL for the "A" school.

(c) The report may also identify other training requirements.

After approval and/or modification by the NTRR EXCOM, the NETPDTC analyst will develop a final OCCSTDS TTA Report.

i. The CNET program manager will:

(1) Forward the final approved report to the responsible warfare/resource sponsor for action.

(2) Ensure NETPDTC (N7) stores the report in its repository.

(3) Forward any recommended OCCSTD changes to NAVMAC per NTRR EXCOM.

9. Responsibilities

    a. CNET

        (1) CNET will ensure funding is in place to sustain workshops.

        (2) The CNET program manager will:

            (a) Act as primary interface on OCCSTD and NOTAP issues between NAVMAC and NAVEDTRACOM training commands and activities.

            (b) Chair TTA Workshops.

            (c) Forward the approved TTA Report to the warfare/ resource sponsor of the rating concerned for appropriate action.

            (d) Ensure preparation and forwarding of correspond- ence to NAVMAC via CNO that recommends interim changes to any affected OCCSTDS arising from the TTA process or NTRR review.

            (e) Ensure schools participate in the TIB review process.

            (f) Ensure that both a curriculum review and compara- tive analysis are done on the "A" school curriculum and OCCSTDS in preparation for the OCCSTDS TTA Workshop.

            (g) Ensure there is active participation in the OCCSTDS TTA Workshop.

            (h) Ensure recommendations and revision of curriculum material identified by the OCCSTDS/TTA workshop is forwarded to the NTTR.

    b. NETPDTC

        (1) N3 will:

            (a) Review TIBs as received.

            (b) Provide participants for OCCSTDS TTA Workshops.

            (c) Ensure use of the approved OCCSTDS TTA Report as a baseline for RTMs and PARS.

        (2) N711 will:

        (a) Act as repository for OCCSTDS data received from NAVMAC and for the approved OCCSTDS TTA Report.

        (b) Support CNET program managers by preparing draft messages, contacting workshop participants, and arranging travel, messing, and berthing

        (c) Perform analyst duties in support of the OCCSTDS TTA. Develop and forward questionnaires to fleet SMEs, process data, facilitate workshops, and develop TTA reports.

        (d) Prepare OCCSTDS TTA Workshop schedule.

        (e) Solicit fleet responses to questionnaires from TYCOMs.

        (f) Present fleet prioritizations of OCCSTDS tasks to the TTA Workshop participants.

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